



## KNIGHTDALE FINANCE COMMITTEE MINUTES

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950 Steeple Square Court, Knightdale, North Carolina 27545

**April 4, 2016**

The Knightdale Finance Committee met at 5:30 p.m. in the Conference Room of Town Hall.

PRESENT: Mayor Pro Tem Mike Chalk and Councilor Pete Mangum

ABSENT: Mayor James Roberson

Staff Members Present: Acting Town Manager Hal Mason; Administrative Services Director Suzanne Yeatts; Finance Officer Kim Kenny; Accounting Operations Manager Joanna Gombatz; Human Resources Manager Marcey Bell; Town Clerk Whitney Ledford; Communications Director Brian Bowman

Meeting called to order by Councilor Mangum at 5:30 p.m.

ITEM I. APPROVAL OF MINUTES

March 16, 2016

**...Motion by Councilor Mangum to approve the minutes of March 16, 2016. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

ITEM II. OLD BUSINESS

A. Revised City of Raleigh Merger Report

Committee reviewed the revised City of Raleigh merger report that included development detail.

B. Revised Debt Schedule

Committee reviewed the revised debt schedule that included pay off detail beyond fiscal year 2022.

C. Budget Schedule -Additional Meeting(s)

Suzanne Yeatts, Administrative Services Director, suggested scheduling additional meetings to allow ample time for committee review and discussion of budget requests. Councilor Mangum directed staff to add an additional meeting to the budget calendar to be held May 24, 2016.

ITEM III. NEW BUSINESS

A. Review of Budget Requests

a. Town Manager's Department

i. Town Manager

Ms. Yeatts presented the Town Manager's Office budget requests and answered questions from committee members.

ii. Communications

Brian Bowman presented the Communications division budget requests answered questions from committee members.

b. Administrative Services Department

i. Finance

Ms. Yeatts and Joanna Gombatz, Accounting Operations Manager, presented the Finance division budget requests and answered questions from committee members.

ii. Human Resources

Ms. Yeatts and Marcey Bell, Human Resources Manager, presented the Human Resources division budget requests and answered questions from committee members.

iii. Information Technology

Ms. Yeatts presented the Information Technology division budget requests and answered questions from committee members.

iv. Legislative

Ms. Yeatts and Whitney Ledford, Town Clerk, presented the Legislative division budget requests and answered questions from committee members.

Kim Kenny, Finance Officer, presented a summary report of all budget requests presented to date and noted that as the budget requests are presented the document will be updated.

Committee requested an updated Capital Improvement Plan.

ITEM IV. ADJOURNMENT

Meeting adjourned at 6:44 p.m.

  
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Committee Chairman  
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Finance Officer